Substitute Teaching Permits

Do not apply until you have received prior approval from a School Corporation.

To be Eligible, you must:

- Hold a high school diploma;
- Be 18 years of age or older; and
- Meet the
 requirements set forth
 by the screening
 process of each school
 corporation.
 (Applicants: Please
 contact the school
 corporation you are
 interested in for more
 information.)

How do I Apply?

http://www.doe.in.gov/licensing/substitute-permits

- Q) Can I apply to more than one school corporation on an application?
- A) No, since the applications are routed to the school corporation for approval, you can select only one on corporation on an application.
- Q) If I select the wrong school corporation and I have already submitted my application, can I login to LVIS and change it?
- A) No, you must contact <u>jkerberg@doe.in.gov</u>, or the Help Desk at (317) 232-9010, and they will change it for you.

Substitute Teachers

Did you know?

A Substitute Permit is not renewable. It is valid for three years only. Once it expires, an applicant must apply for an Original Substitute Permit. Fee for a Substitute Permit is \$15.00 + \$1.32 processing fee.

Click here if you still need help: substituteteach@doe.in.gov